

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

**TITLE: MANAGEMENT ANALYST**

## DEFINITION

Under general supervision, to assist with preparation of revenue estimates; to assist in monitoring performance criteria for work programs of City departments; to perform specialized work in finance and budget analysis, preparation, administration and reports; to perform a variety of studies and research relative to programs and their financial support; to provide financial/budgetary staff support to a large department; and to perform related work as required.

**REPORTS TO:** Varies depending on assignment

## DISTINGUISHING CHARACTERISTICS

This is the entry/journey level class in the Management Analyst series. This class is typically used as an entry level class in which employees develop and evolve into professional full journey level work. Incumbents may initially have only limited or no directly related work experience. This class is distinguished from the Senior Management Analyst by the performance of the more routine tasks and duties assigned to positions within the series; the absence of lead responsibility for one or more functional areas such as coordination of the annual cost control study and cost allocation plan, serving as grants administrator, overseeing departmental computer operations, and the absence of responsibility for direct supervision of professional level subordinates. As incumbents in this class gain experience, they receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff as assigned. May exercise functional and technical supervision or lead responsibility on a project basis over para-professional, technical and administrative support staff.

## EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

**All positions:**

- Participate in staff research and analyses activities of moderate difficulty concerning organizational structure, staffing, operations, procedures and policies; make recommendations for departmental and city policy.
- Assist with the developing, implementing, projecting and monitoring revenue and expense related activities for city programs and contracted services.
- Participate in the analysis and control of budget expenditures.
- Participate in the development of management information systems and processes.
- Provide technical assistance to departments and/or divisions in the formulation of budget requests.
- Participate in research and analyses activities concerning organizational structure, staffing, operations and policies.
- Prepare council reports, statistical tables, charts and graphs.
- Lead and coordinate work projects of para-professional, technical and administrative support staff.

- May supervise technical and administrative support staff.

**In addition to the above duties, when assigned to the Finance Department:**

- Participate in staff research and analyses activities regarding various financial related projects, such as development impact on city services and costs thereof; analyses of changing services and impacts upon fees and charges; analyses of alternative methods of financing; and review and follow-up of federal and state proposed and implemented legislation.
- Assist with the development, review and analysis of budgeted revenue estimates, and fund sheets for the preliminary and final budgets.
- Assist in the preparation of annual cost control study and cost allocation plan reports.
- On a regular basis, update the City's User Fee study and prepare internal service fund allocations for the budget.

**In addition to the above duties, when assigned to the Office of Budget and Management:**

- Participate in the development of schedules, format and procedures for budget preparation and control.
- Participate in the review and analyses of departmental budget estimates; participate in the development of preliminary and final City budgets.
- Assist in presenting and justifying the annual operating and revenues, departmental budget estimates, and capital improvement budgets to the City Council.
- Participate in budget conferences and make recommendations on budget requests.

**In addition to the above duties, when assigned to other large departments:**

- Participate in the coordination of fiscal and analytical operations of the department, which may include, but are not limited to, the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, capital improvements, and computer operations.
- Participate in the preparation of the departmental budget; review, analyze, and compile budgets of various programs or divisions; explain needs and provide justifications for items; review and decide on expenditure requests and budget variances.
- Prepare departmental budget presentations for Department Head presentations to City officials and Council members.
- Assist in the analysis and review of rates; assist in development or revision of rate structures.
- Monitor and analyze federal and state legislation and regulatory actions.
- Participate in the development, review, and analysis of budgeted revenue estimates and fund sheets for preliminary and final budgets.

**QUALIFICATIONS**

**Knowledge of:**

- Principles, methods and practices of public administration, municipal finance, accounting and budget.
- Cost accounting procedures and practices and their relationship to budgeting.
- Principles and methods of supervision.

- Research techniques, methods and procedures.
- Principles and techniques of systems and procedures analysis.
- Computer software applications used to create spreadsheets and analyze data in database form.
- Modern office management principles, practices, equipment, and systems.

When assigned to the Finance Department:

- Process costing and unit costing concepts relating to the City's User Fee study.
- Analyze detailed individual departmental budgets; breaking them down into unique service groups and using applied updated distribution mechanisms.

**Ability to:**

- Gather pertinent facts, make thorough analyses and arrive at sound conclusions and projections.
- Lead and coordinate work of para-professional, technical and administrative support staff.
- Supervise technical and administrative support staff.
- Analyze, interpret and report research/analytical findings in clear, complete and logical form.
- Present ideas concisely and effectively, orally and in writing.
- Explain technical financial projections, analyses, budgetary, and accounting problems in a simple, non-technical language.
- Establish effective working relationships with others.
- Operate personal computer and applicable software programs.

When assigned to the Finance Department:

- Gather detail data through personnel interviews, using and developing formula computations, records research as well as product analysis and reporting.
- Perform fluctuation analysis, tying distributions back to departmental budgets; and reporting results.
- Multi-task with overlapping assignments while meeting individual deadlines.
- Remain detail oriented while still keeping major concepts in focus.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, accounting or a closely related field. Two years of professional experience may substitute for two years of the required education on a year-for-year basis.

Experience: A range of 0-3 years of experience in governmental budgetary, finance, and revenue analysis and projections activities, preferably in municipal government. A master's degree may substitute for one year of experience.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid, appropriate Class "C" California Motor Vehicle Operator's License.

Must be able to pass an intensive police background investigation (for Police Department positions only).

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Management Analyst

**TO:** Senior Management Analyst